

**Revised January 2002**  
**PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES - MUTUAL AID PLAN**

**1 - TABLE OF CONTENTS:**

<u>SECTION</u>	<u>CONTENTS</u>	<u>PAGE</u>
<b>I</b>		
A	Definition of Mutual Aid Plan	5
B	Amendments	5
C	Annual Review	5
D	Extent & Limit of Participation by Fire Departments and/or Ambulance Corps.	5-6
E	Extent & Limit of Participation with Outside Counties	6
F	Extent & Limit of Participation with Adjacent Counties	6
G	Entering & Participating in Plan	6
H	Withdrawal from the Plan	7
I	Extent of Radio Equipment Furnished by the County	7
J	Countywide Fire Reporting	7
K	Organizational Chart	8
L	Extent & Limit of Authority of County Officials	8-10
M	Line of Authority	10
N	Status of the Local Fire Department	10
O	Local Mutual Aid Plans Presently operating Exclusive of the County Fire Mutual Aid Plan	11
P	Operation of the County Fire Control Center	11-12
Q	Inventory	13
R	Activation of the State Mutual Aid Plan	13
S	Extent & Limit of Inter-Service Coordination	13
T	Training	14

**II****NEW YORK STATE REGIONAL FIRE ADMINISTRATOR**

A	The State Fire Plan	15
B	Authority & Responsibility	15
1	Activation of the State Fire Plan by the County Comm.	15
2	Activation of the State Fire Plan upon request by a Municipality	15-16
3	Activation of the State Plan by the Governor	16
C	Authority of the State	16
D	Authority & Responsibility of Regional Fire Admin.	16-17
E	Resignation & Retirement	17

## ENCLOSURES

<u>SECTION</u>	<u>CONTENTS</u>	<u>PAGE</u>
A	Participation Form	18
B	Absence of Commissioner	19
C (Revised Jan. 02)	Radio Standard Operating Procedures	20-39

<u>SECTION</u>	<u>PAGE</u>	
1.0	PURPOSE	20
1.1	PROCEDURE AMENDMENTS	20
1.2	FIRE AND EMS RADIO CONTROL CENTER	20
1.2.1	Authorized Radio Frequencies	21
1.2.2	Additional Radio Frequencies	21
1.2.3	Base Stations	22
1.2.4	Inter-County Radio Communications	22
1.2.4 (A)	Extreme Radio Traffic	22
1.2.5	Transfer of Control	22-23
1.2.7	Radio Frequency Usage Deleted 01/02	23
1.2.8	Status of Units	23
1.2.9	Fireground Radio Channel Designation	23
1.3	RECORDS	24
1.4	MOBILE AND PORTABLE RADIOS	24-25
1.4.2	Alternate Radio Identifiers	25
1.5	HAZMAT Response (Hazardous Materials)	25
1.6	ALERT TONES	25-26
1.6.1	Special Function Buttons	26
1.7 (A)	DISPATCHING	26
1.7 (B)	Carmel Police Dispatching	26
1.7.1	Records	26-27
1.7.2	Alarms of Fire	27
1.7.3	EMS Calls	27
1.7.5	Mutual Aid	27-28
1.7.5.1	Notification of ESC (Fire Incident)	28
1.7.5.2	Notification of ESC (EMS Incident)	28
1.7.5.3	Methods Of Notification (Emerg. Serv. Coordinator)	28
1.7.5 (a)	Special Teams	28-29
1.7.5 (b)	Special Requests	29
1.7.7	Requests for Additional Ambulances	30
1.7.8	Ambulance Response (Echo Procedure)	30
1.7.9	Advanced Life Support (Ground Units)	30-31
1.7.9 (a)	Mutual Assistance (ALS) Out of County	31
1.7.10	Medivac Helicopters	30-31
1.7.11	Deleted 05/11/00	32

1.7.12	Radio Assistance to EMS Units	32
1.7.13	Alarms on New York State Thruway (I-84)	32
1.7.14	Forest Rangers	33
1.7.15	Metro North	33
1.7.16	NYC Water Shed	33
1.7.17	Canceling Dispatches	33
1.7.18	The Croton Falls Fire District	33-34
1.7.19	The North Salem Ambulance Response Area	34
1.7.20	Dispatcher Discretion	34
1.8	COMPUTER AIDED DISPATCHING	34
1.8.1	Data Entry	34
1.9	RADIO SYSTEM TESTS	34-35
1.9.1	Daily Status Report	35
1.9.2	Malfunction	35
1.9.3	Sunday Test	35
1.9.3 (a)	Sunday Test (Carmel Police Department)	35
1.10	ANNOUNCEMENTS AND TEST MESSAGES (Non-Emergency Announcements)	36
1.10.1	Authority for Multi-Agency Announcements	36
1.10.3	Local Agency Authority	36
1.10.4	Permissible Announcements	36-37
1.11	LINE OF AUTHORITY	37
1.11.1	Commissioner Contact (Car 1)	37-38
1.11.2	Notification, Indian Point	38
1.12	RADIO ETIQUETTE	38
1.12.1	Courtesy	38
1.12.2	Complaints	38
1.12.3	Standard Words and Phrases	38-39
1.12.4	Urgent Transmissions	38-39
D	Fire Investigation Team	40-41
E	Hazardous Materials Team	42
F	Fire Police Response Team	43-45
G	Rapid Intervention Team	46-48
H	Incident Command System	49-55
Addendum #1	Incident Command System	56
Addendum #2	Utility Notification Procedure	57
Advanced Life Support Dispatch Criteria		58

**PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES - MUTUAL AID PLAN**

**NOTE:      REFERENCE TO TITLE OF "PUTNAM COUNTY BUREAU OF**

**EMERGENCY SERVICES COMMISSIONER" HEREINAFTER WILL BE REFERRED TO AS "COMMISSIONER".**

**A. Definition of Mutual Aid:**

Mutual aid is organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and physical facilities of all participating Fire Departments or Ambulance Corps, regardless of type or size are utilized for fire or other emergency in which the services of Fire or Ambulance Volunteers would be used throughout the County of Putnam and adjacent New York State Counties. (See General Municipal Law #209)

**B. Amendments:**

Amendments to this plan may be made periodically and will follow this procedure.

1. Prepared by the Commissioner.
2. Recommended by the Putnam County Fire Advisory Board.
3. Submitted by the Commissioner.
4. Adopted by the County Legislature.
5. Admitted into the State Fire Mobilization and Mutual Aid Plan by the Office of Fire Prevention and Control, State of New York.

**C. Annual Review:**

Each year this plan shall be reviewed by the County Bureau of Emergency Services Commissioner and corrections or changes processed.

**D. Extent and Limit of Participation by Fire Departments and/or Ambulance Corps.**

All Cities, Towns, Villages and Fire Districts in Putnam County may fully participate in this plan. Agency's currently participating are as follows:

<b>40001</b> Brewster	<b>40007</b>	Mahopac
<b>40002</b> Carmel	<b>40008</b>	Mahopac Falls
<b>40003</b> Cold Spring	<b>40009</b>	Nelsonville
<b>40004</b> Continental Village	<b>40013</b>	North Highlands
<b>40005</b> Garrison	<b>40010</b>	Patterson
<b>40014</b> Kent	<b>40011</b>	Putnam Lake
<b>40006</b> Lake Carmel	<b>40012</b>	Putnam Valley

**Independent Ambulance Corps: (DOH Provider Numbers)**

Carmel Ambulance Corps                    3912

Garrison Ambulance Corps	3919
Putnam Valley Ambulance Corps	3918
Philipstown Ambulance Corps	3916
Sloper-Willen Putnam	1333

#### **E. Extent and Limit of Participation With Counties Outside Putnam County.**

Where there is no formal agreement with this County, local reciprocal assistance, if any, is in accordance with Section 209 of the General Municipal Law. All requests for assistance shall be routed through the Putnam County Fire Control Center. The requesting officer and the agency will be responsible for all liabilities when no agreement exists between the county and agency requesting assistance. Such request shall be listed as "Assistance" not "Mutual Aid". All agencies are advised to obtain written agreements with all agencies they use that are out of state and all commercial agencies they use that are out of state. Commercial agencies, in or out of state, should also have written assistance agreements. (Note: Brewster, Patterson and Putnam Lake, have a joint agreement with Fairfield County, Connecticut -1992)

#### **F. Extent and Limit of Participation with Adjacent Counties**

Mutual aid is provided to and received from Dutchess, Orange, Westchester, and Rockland through their respective County Fire Control Centers under the direction of their County Fire Coordinator or legally appointed deputies. All requests for assistance shall be routed through the Putnam County Fire Control Center "40 Control".

#### **G. Entering and Participation in the Plan**

Any duly established New York State Fire Department or Ambulance Corps or ALS provider may participate in this plan by filing a copy of a resolution adopted by the Fire Department or Ambulance Corps in the office of the Commissioner. Such resolution shall state that such Fire Department or Ambulance Corps shall recognize a call for assistance from another Fire Department or Ambulance Corps through the Putnam County Control Center or by direct call if no response for County Control.

There shall also be filed with the Commissioner a copy of a resolution adopted by the Legislative Body of each participating City and Village, or by the Board of Fire Commissioners or other governing Board having jurisdiction over the Fire Department or Ambulance Corps, the Board of Fire Commissioners of each participating Fire District, or the Town Board of each Town in relation to participating Fire Department or Ambulance Corps serving territories outside of Cities, Villages and Fire Districts or in relation to a town fire department. Such resolution shall state that no restriction exists against "outside service" by the Fire Department or Ambulance Corps of the municipality or district within the meaning of Section 209 (1) of the General Municipal Law, which would affect the power of such Fire Department, or Ambulance Corps to participate in the Putnam County Fire Mutual Aid Plan.

#### **H. Withdrawal from the Plan**

Any Fire Department or Ambulance Corps may elect to withdraw from this plan by adopting a

resolution to such effect. Such withdrawal shall become effective 30 days after filing of such notice with the Commissioner. If the outside service activities of a participating Fire Department or Ambulance Corps are restricted pursuant to Section 209 (1) of the General Municipal Law, notice of any restriction shall be given promptly to the Putnam County Commissioner. Any such restriction imposed by the legislative body of a city, village or town or by the Board of Fire Commissioners shall take effect in accordance with resolution imposing the restriction.

Any Fire Department or Ambulance Corps not signing or withdrawing from this plan shall immediately surrender and return to the Putnam County Bureau of Emergency Services, all Putnam County Bureau of Emergency Services-owned equipment including radios portable and mobile. Such withdrawal shall remain in effect until reinstated by resolution as defined by Section 209 (1) of the General Municipal Law.

Withdrawal from this plan will result in suspension of Mutual Aid pursuant to this plan to the Fire Department or Ambulance Corps taking such action. All radio identifiers and call signs issued to such Fire Department or Ambulance Corps on county frequencies are canceled on the effective date of withdrawal.

#### **I. Extent of Radio Equipment Furnished by the County of Putnam**

All Fire Department or Ambulance Corps and future Fire Departments or Ambulance Corps organized pursuant to law and a member of the Mutual Aid Plan, except State Institutions and privately-operated organizations, in Putnam County shall receive mobile two-way radio units, as designated by Putnam County Emergency Services Commissioner. Such radio equipment shall remain the property of the County of Putnam.

#### **J. County-Wide Fire Reporting**

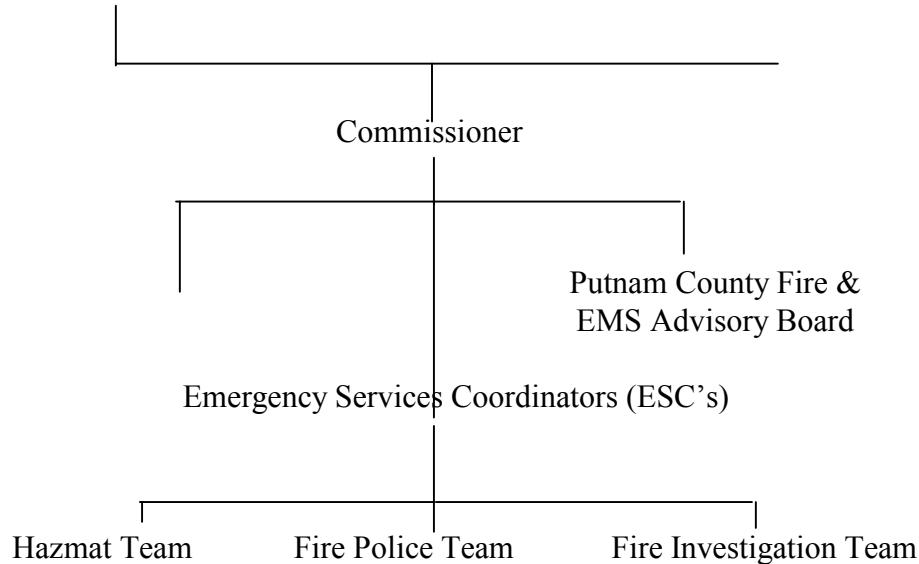
The Commissioner shall encourage each Chief or designated officer of a fire department participating in this plan, to file a copy of the New York State Office of Fire Prevention and Control, Basic Field Incident Report, Form #F350-001, or the Casualty Report, Form #FRS-902G, on a monthly basis to the Office of the County Commissioner. The original of the above mentioned forms should be sent to the State Office of Fire Prevention and Control on a monthly basis.

#### **K. - Organizational Chart**

##### **Putnam County Mutual Aid Organization**

Putnam County  
Legislature

Putnam County  
Executive



## **L. Extent and Limit of Authority of County Officials**

### **Commissioner** = County Car 1

#### *Chief Fire Officer at the County Level for Fire and EMS Services:*

- Administer and supervise the State Fire Training Program, the State Graduate Fire Training Program, and the programs throughout the County, which are developed by the State or by his office.
- Administer and Coordinate the County EMS training programs under Health Department Sponsor #07 057.
- Administer the County Mutual Aid Plan and be responsible for the efficient operation of the plan for intra- and inter- county purposes at fires or where the services of firefighters or ambulance personnel are used.
- Coordinate application for and use of grant monies for County Bureau of Emergency Services.
- Administer the Putnam County Fire Radio System under authorization of the Federal Communications Commission.
- Administer and supervise the operation of the Putnam County Bureau of Fire Investigation Team.
- Administer and supervise the operation of the Putnam County Fire Hazardous Material Response Team.

#### *Administer Fire Police Response Team*

- Establish and cause to be enforced the Standard Radio Procedure for "40 Control" for all participants in this County Mutual Aid Plan.
- To assume the responsibilities and duties of Regional Fire Administrator under regulations set forth by the State of New York and defined in Attachment B of this document.
- Act as liaison officer between the Fire Service of Putnam County and the New York State Division of Fire Safety, OFPC, the County Legislature, and the County Fire Advisory Board.
- Appoint and remove Emergency Service Coordinators, Fire Investigators and Special Team members in accordance with section 401 of the County Law, Section 3 of the Public Officers Law, and the Civil Service Law.

- Plan and estimate the need for additional or unique equipment for the County and recommend the purchase of such equipment.
- Administer and maintain the Putnam County Fire Training Center.
- Coordinate Arson Assistance Programs with the Office of Fire Prevention and Control and follow with implementation in the County.
- Submit and administer the operating budget for the Bureau of Emergency Services.
- Coordinate requests for Mutual Aid throughout Putnam County, as the situation requires.
- New York State Regional Fire Administrator coordinates Mutual Aid between Putnam County and the New York State Office of Fire Prevention and Control.
- Process news releases for radio/press on behalf of the Bureau and for the good of the fire service.
- Administer and supervise actions involving Emergency Preparedness and activation of Emergency Operations Center as required.
- Plan and implement a Comprehensive Emergency Management plan for any natural or manmade disaster.

**Battalion Coordinator - County Car 2**

- Duties and Responsibilities as designated by the Commissioner

**Battalion Coordinator - County Car 3**

- Duties and Responsibilities as Designated by the Commissioner

**Emergency Services Coordinator - County Car 4**

- Duties and Responsibilities as Designated by the Commissioner.

**Emergency Services Coordinator - County Car 5**

- Duties & Responsibilities as designated by the Commissioner.

**Emergency Services Coordinator – County Car 6**

- Duties & Responsibilities as Designated by the Commissioner.

**Emergency Services Coordinator - County Car 7**

- Duties & Responsibilities as Designated by the Commissioner.

**Emergency Services Coordinator - County Car 8**

- Duties and Responsibilities as Designated by the Commissioner.

**Emergency Services Coordinator - County, Car 9**

- Duties and Responsibilities as Designated by the Commissioner.

**Administrative Assistant**

- Maintain all Bureau of Emergency Services Records:
- Maintain appointment calendar for Commissioner.
- Pickup and distribute the Bureau of Emergency Services mail.
- Maintain all Bureau of Emergency Services files and assist Bureau of Emergency Services personnel in maintaining their records and correspondence.
- Other duties as assigned by Commissioner.

## **M. Line of Authority**

### **1. Absence of Car #1:**

The Commissioner shall designate in writing and file in the office of the County Clerk and of the Clerk of the Putnam County Legislature the order in which Emergency Services Coordinators are to possess the powers and perform the duties of Car #1 during his absence or inability to act, pursuant to section 401 of the County Law (see enclosure B). P-19.

### **2. Vacancy in Position of Commissioner:**

The Commissioner shall designate the Emergency Services Coordinator who shall possess the powers and perform the duties of Commissioner until a successor is appointed by the County Legislature and has qualified, pursuant to Section 401 of the County Law.

## **N. Status of the Local Fire Department**

### **1. Maintenance of Individuality:**

Each Fire Department or Ambulance Corp. participating in this plan shall retain its internal command and individuality.

### **2. Authority of "Requesting" Fire Chief or Officer-in-Charge:**

- a. A "requesting" Fire Chief, Ambulance Capt. or Officer-in- Charge is one who initiates request for mutual aid in accordance with this plan.
- b. The line of "command" at a fire or other emergency in which the services of responders and officers entering the area under mutual aid, remains with the Fire Department or Ambulance Corps requesting the mutual aid.
- c. The Officers-in-Charge will work with chiefs, senior officers and company officers of the agency providing mutual aid. Their own officers who are, in turn, commanded by officers of the agency requesting mutual aid will supervise the personnel in the assisting agency.

## **O. Local Mutual Aid Plans Presently Operating Exclusive of the County Fire Mutual Aid Plan:**

### **1. Must be filed out with the Putnam County Bureau of Emergency Services.**

## **P. Operation of the County Fire Control Center**

### **1. Location:** Raynor Weizenecker Sheriff's Office & Correctional Facility Three County Center

**2. Department Base Stations:**

Brewster	KDJ 401
Carmel	KUI 644
Cold Spring	WYC 502
Continental Village	KLI 363
Garrison	KWJ 229
Kent	WSB 916
Lake Carmel	KUG 794
Mahopac	KLM 606
Mahopac Falls	KJN 785
Nelsonville	KNCS 322
North Highlands	KTH 691
Patterson	KTR 605
Putnam Lake	KVZ 474
Putnam Valley	KCP 618

**3. Dispatch Control Center:**

- a. The County Emergency Services Commissioner is responsible for all activities of the County Fire Control Center and shall set policy.
- b. Dispatching Service: The County Sheriff, who shall designate dispatchers, provides such service.
- c. Additional Dispatching Service: The Commissioner and the Emergency Services Coordinators are authorized to dispatch. Fire Department base stations may dispatch when requested to do so by County Control, Commissioner, or Emergency Services Coordinators. Personnel requesting such dispatches shall be identified at end of all radio transmissions.
- d. **Restriction:** No person may dispatch by radio that is not specifically authorized in 3 (a), (b), and (c) above. Operation by unauthorized persons shall be reported and may result in penalties and/or imprisonment.

**4. Radio and Telephone Communication Regulations:**

- a. **Procedure:** The radio and telephone procedure shall conform completely as prescribed "GUIDE TO FIRE MOBILIZATION AND MUTUAL AID PLANS IN THE STATE OF NEW YORK", pg. 69-104, by the Office of Fire Prevention and Control.
- b. **Authorization to Operate:** No person may operate radio equipment on the County Frequencies unless trained and permission granted by the Commissioner.

c. Authorization to Use Non-County Owned Transmitters and Receivers: No fire radio equipment (repeater, tone generators, pagers, etc.) may operate on the County fire frequencies as part of the County fire network unless specifically authorized by Commissioner of Bureau of Emergency Services and in accordance with the regulations set forth by the New York Mutual Aid Plan and the Federal Communications Commission. Only upon application to the Commissioner and approval of same, shall such radio equipment be permitted to operate within the County radio network. Operation without permission by the licensee (Commissioner) is a violation of rules of the Federal Communications Commission.

5. Radio System:

The Bureau of Emergency Services radio system in the County of Putnam shall operate in accordance with guidelines established in attachment (C) Radio Operations Procedures

6. Method of Determining Status of Equipment, Apparatus and Manpower:

A status board should be located in the County Control Center, indicating in or out of service emergency equipment throughout the County. Status shall be reported at 0800Hrs and 1800Hrs daily and immediately following Sunday Morning announcements.

7. The System shall be Backed Up as Follows:

- a. 40 CONTROL, local base station (46.38, 46.50, 46.30(REC. ONLY), 46.04, 45.88) or Office of Emergency Management (46.38), all 110 watt using local antenna only, may be activated as a final resort to afford emergency County coverage. Carmel Police Department is a designated backup for E911 operations and may be used as a backup for communications failure at 40 Control.
- b. Other Fire Department base stations when authorized by Commissioner.

**Q. Inventory**

1. Location of County Equipment and Inventory as described within the Putnam County Mutual Aid Plan as follows:

- a. One set: County Fire Control Center (40 Control)
- b. One set: Commissioner
- c. One set: Each Emergency Services Coordinator
- d. One set: Each County Fire Department/Ambulance Corps.
- e. One set: Shall be submitted to the State Office of Fire Prevention and Control

## **R. Activation of the State Mutual Aid Plan**

The Commissioner of the Bureau of Emergency Services or an Emergency Services Coordinator in the line of authority designated pursuant to Section 401 of the County Law, after utilizing all available assistance from Dutchess, Westchester, Orange and Rockland, may call the State Office of Fire Prevention and Control to obtain activation of the State Fire Mobilization and Mutual Aid Plan. The procedure shall conform with that specified in the Guide to Fire Mobilization and Mutual Aid Plans in the State of New York, pg. 20-30, by the State Office of Fire Prevention and Control.

### **1. Authority and Responsibility of the Regional Fire Administrator:**

The authority and responsibility of the Regional Fire Administrator under the activated State Mobilization and Mutual Aid Plan is established by the State Office of Fire Prevention and Control. (Encl. B)

### **2. Retirement Provision Relating to the Position of Regional Fire Administrator:**

Should the Commissioner be separated from his office for any reason, he is automatically retired as Administrator if he also holds the position of Regional Fire Administrator. The Director of the State Office of Fire Prevention and Control is authorized by law to appoint this position.

### **3. County number issued under the State Mobilization and Mutual Aid Plan:**

The Commissioner shall utilize County Number 40 assigned to Putnam County by the State Fire Mobilization and Mutual Aid Plan. See Section II, New York State Regional Fire Administrator.

## **S. Extent and Limit of Inter-Service Coordination:**

1. **Sheriff:** The County Fire Control Center shall be located physically in the same room with the Sheriff's radio control dispatching console.
2. **Other Services:** Informal agreements exist and telephone numbers are listed at the County Fire Control Center; the responsibility for maintaining such numbers remains with the Commissioner.

## **T. Training**

### **1. Type and Extent of Training:**

- a. The State Fire Training Program with the adoption of the Training 2000 format will become the standard in Putnam County.
- b. The Bureau of Emergency Services is currently registered as a Program Sponsor and is approved to offer Basic Life Support courses from the New York State Department of Health as follows:

- Certified First Responder (CFR)
- Certified First Responder with Defibrillation
- Emergency Medical Technician original.
- Emergency Medical Technician Refresher
- Emergency Medical Technician with Defibrillation (EMT-D)
- Emergency Medical Technician Refresher with Defibrillation.
- Emergency Medical Technician-Intermediate

## **II. NEW YORK STATE REGIONAL FIRE ADMINISTRATOR**

### **A. The State Fire Plan**

The plan for the efficient utilization of the resources and facilities of the State for fire mobilization and control is formally titled the "State Fire Mobilization and Mutual Aid Plan", or, informally, the "State Fire Plan".

The State Fire Plan is an aggregate of local county fire mutual aid plans that have been prepared and adopted in accordance with a suggested format and formally accepted as part of the State Fire Plan. Even though every county fire mutual aid plan may not be included, every county has some form of mutual aid operating plan or procedure; thus, the State Fire Plan represents the total picture of available aid.

### **B. Authority and Responsibility**

IN PUTNAM, the same individual serves as both Commissioner, Bureau of Emergency Services, and Regional Fire Administrator. The responsibility and authority of the Commissioner derives from appointment by the County Administrative Body while authority and responsibility of the Regional Fire Administrator derives from appointment by the Secretary of State.

#### **1. Activation of the State Fire Plan by the Commissioner:**

- a. The Commissioner efficiently deploys the fire units in his county under his County Fire Mutual Aid Plan.
- b. When it is evident that fire mutual aid is required from a contiguous county or counties for the aid desired.
- c. When all adjacent counties have provided aid consistent with their own fire protection and defense, and it is evident additional aid is required, the Commissioner originally requesting mutual aid may request activation of the State Fire Mobilization and Mutual Aid Plan by calling an Office of Fire Prevention and Control staff member at a field office or at (518) 474-6746 (24-hour service).

The Office of Fire Prevention and Control staff member will activate the State Fire Plan.

#### **2. Activation of the State Fire Plan Upon Request by a Municipality:**

- a. Should a municipality determine the need for assistance, the Chief Executive may direct a request for aid to the Department of State's Office of Fire Prevention and Control.

- b. Normally, the Office will refer such requests to the Commissioner before the State Fire Plan is activated. The State Fire Plan will become effective only when the Commissioner has utilized the assistance available from surrounding counties.

### 3. Activation of the State Plan by the Governor

- a. Whenever the Governor shall determine that the public interest so requires, he may order the activation of the State Fire Plan.
- b. The Office of Fire Prevention and Control will activate the plan through the appropriate Regional Fire Administrator.

### C. Authority of the State

Authorized fire representatives of the Department of State have the following powers, duties and responsibilities:

1. To direct the dispatch of manpower and equipment of fire departments consistent with maintenance of local fire protection.
2. To coordinate the response and assignment of manpower and equipment under the direction of the Fire Chief in command.

### D. Authority and Responsibility of Regional Fire Administrator

1. The authority and responsibility of a fire officer appointed as a Regional Fire Administrator are inoperative until a State officer activates the State Fire Mobilization and Mutual Aid Plan. This plan is not activated until the counties surrounding the affected areas have been called upon and have provided aid consistent with their own fire protection and defense.
2. When the State Fire Mobilization and Mutual Aid Plan is activated, the authority and responsibility of the Regional Fire Administrator Become immediately operative. The authority of the Regional Fire Administrator supersedes the authority of the Commissioner upon activation of the State Fire Mobilization and Mutual Aid Plan.

The Regional Fire Administrator is empowered to:

- a. Dispatch manpower and equipment;
- b. Coordinate response and assignment of resources.

- The Regional Fire Administrator is a state officer acting on behalf of the State of New York under the authority of the Office of Fire Prevention and Control and is vested with the powers of the State enumerated above under IV, A & B for the duration of the emergency.
- Judgments and decisions made by the Regional Fire Administrator will affect all Fire Departments, which are part of the State Fire Plan for the appropriate region.
- The Regional Fire Administrator shall perform additional duties in connection with the administration and execution of the State Fire Mobilization and Mutual Aid Plan as required by the Department of State's Office of Fire Prevention and Control.

#### E. Resignation and Retirement

1. A Regional Fire Administrator may resign by submitting a written statement to the Department of State's Office of Fire Prevention and Control.
- \* 2. A Fire Coordinator who is separated from that office for any reason automatically vacates the Office of Regional Fire Administrator.

\* **IN PUTNAM COUNTY, THE POSITION OF FIRE COORDINATOR HAS BEEN ELIMINATED FROM THE PUTNAM COUNTY CHARTER. THESE DUTIES HAVE BEEN INCORPORATED INTO THE NEW TITLE OF COMMISSIONER, BUREAU OF EMERGENCY SERVICES.**

***Enclosure A***

**ELECTING TO PARTICIPATE  
IN THE  
PUTNAM COUNTY  
BUREAU OF EMERGENCY SERVICES  
MUTUAL AID PLAN**

Mr./Mrs. \_\_\_\_\_ offered the following resolution and moved its adoption.

RESOLVED that

---

(Name of Organization)

elects to participate in the PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES MUTUAL AID PLAN, will agree to recognize a call for assistance through the County Control Center, and will comply with the provisions of such plan as now in force and as amended time to time.

And be it further resolved that a copy of this resolution be filed with the County Commissioner.

Mr./Mrs. \_\_\_\_\_ seconded the resolution.

Voted: In favor \_\_\_\_\_ Opposed \_\_\_\_\_ Not Voting \_\_\_\_\_

Date \_\_\_\_\_

Officer \_\_\_\_\_

This resolution supersedes all previous resolutions.

Effective Date: \_\_\_\_\_

**Enclosure (B)**

**Absence of The Commissioner**

In accordance with the authority designated by the County Legislature, the following line of authority is designated, in order, to possess the Commissioner's powers and duties:

1. Robert McMahon 845/ 906-0459 cell 914/ 445-0761 pager
2. Gerald Daniels 845/ 584-8299 cell 914/ 445-1100 pager
3. Thomas Davies 845/ 584-5603 cell 914/ 445-1140 pager
4. Douglas Casey 845/ 584-8297 cell 914/ 445-1141 pager
- 5.
6. Richard Reuther 845/ 879-1224 cell 914/ 445-1111 pager
7. Michael Hengel 845/ 584-8304 cell 914/ 445-1119 pager
8. James Ciulla 845/ 584-8298 cell 800/ 445-1082 pager
9. Louis Luongo 845/ 391-5130 cell 914/ 445-1135 pager

- For matters dealing directly with INDIAN POINT NUCLEAR FACILITY the designation is modified as indicated below:

1. Robert McMahon 845/ 906-0459 cell 914/ 445-0761 pager
2. Mario Rampolla 845/ 420-5924 cell 914/ 445-2633 pager
3. Robert Rogan 845/ 391-9361 cell 914/ 445-2651 pager
4. Adam Stiebeling 914/760-1548 Nextel 914/445-1634 pager

## **Enclosure C**

### **RADIO STANDARD OPERATING PROCEDURE**

#### **Putnam County Radio Operations**

##### **1. PURPOSE:**

The purpose of this procedure is to outline the manner in which any agency authorized to use mobile, portable or base radio transceivers, operate that equipment on frequencies that are assigned to the Putnam County Bureau of Emergency Services.

1. This document will become a permanent attachment to the Mutual Aid Plan as **Enclosure C**.

##### **1.1 PROCEDURE AMENDMENTS:**

No changes or amendments to this Standard Operating Procedure shall be made without the written authorization of the Commissioner of the Putnam County Bureau of Emergency Services hereinafter referred to as the **COMMISSIONER**.

##### **1.2 FIRE AND EMS RADIO CONTROL CENTER:**

The Fire and EMS Radio Control Center for the Bureau of Emergency Services with the Federal Communications Commission Call sign KED 862 shall use the identifier "40 CONTROL" on all frequencies. The Control Center shall be located at the Putnam County Sheriff's Office in Carmel, New York with transmitters located at:

- Mt. Ninhamb in Kent
- AT & T Tower in Putnam Valley
- Transmitter @ Tinker Hill
- Graymoor in Garrison
- Putnam County Sheriff's Office

The Control Center shall be authorized to use the frequencies as delineated in this procedure.

Rev. 01/02

### **1.2.1 AUTHORIZED RADIO FREQUENCIES:**

The following frequencies are authorized for use under the Putnam County Bureau of Emergency Services:

Channel 1	46.38	Dispatch only
Channel 2	46.50	Fireground Operations
Channel 3	46.30	Fireground Operations
Channel 4	46.04	Fireground Operations
Channel 5	46.44	(Receive) 40 Control to 40 Control Operations
	46.54	(Transmit) Mobile to 40 Control
Channel 6	46.44	(Transmit & Receive) Mobile to Mobile
Channel 7	46.10	Fire Ground 7
Channel 13	46.54	(Receive only) Monitor Mobiles Talking to 40 Control
	155.340	Ambulance/Putnam Hospital communications
	155.400	Ambulance/Hospital alternate frequency
	155.220	Ambulance Hudson Valley Hospital
	155.280	Ambulance/Unassigned
	155.205	GVAC Dispatch, Putnam Valley Ambulance Dispatch, Philipstown VAC Dispatch

- Radios should be manually set to Channel 5 and set to scan mode to be set up properly.
- If your radio has the capability, set the secondary priority to Channel 1. This will help enhance reception of dispatches from 40 Control.
- Channel 1 will be used solely to receive dispatches from 40 Control.
- Use Channel 5 to communicate with 40 Control (responding, at scene, etc.)
- In order for mobile units (fire apparatus, ambulances, medic units) to communicate with each other, you will need to switch to Channel 6.
- After signing on with 40 Control, all apparatus should switch to their previously assigned fire ground channel.
- If your radio is set to scan Channels 1, 5, 13 and your assigned fire ground channel, you should be able to receive all critical transmissions without having to change Channel. Do not scan too many Channels at once! The jumble of transmissions may cause you to miss something important!
- Communications with *Sloper-Willen Community Ambulance* shall be on Channel 6.

### **1.2.2 ADDITIONAL RADIO FREQUENCIES:**

No other radio frequencies may be installed in or used by radio equipment leased or purchased by the County of Putnam, Bureau of Emergency Services, without the written permission of the Commissioner.

Rev. 01/02

### **1.2.3 BASE STATIONS:**

All agencies, signed to the Putnam County Mutual Aid Plan and properly licensed, are authorized to utilize frequencies 46.38 and 46.04 in their respective base stations. Local agency base stations shall be restricted to 60 watts output on those frequencies. Local agency base stations shall use the identifiers of their agency name followed by "base" (e.g., "Brewster Base"). Police agencies, authorized to dispatch, shall use their agency name as their base radio identifier (e.g., Carmel Police, Kent Police).

#### **1.2.4 INTER-COUNTY RADIO COMMUNICATIONS:**

All inter-county communications shall be routed through 40 Control. The primary method of contact between County Fire Control Centers shall be the use of the INTER-COUNTY radio frequency, 45.88. The alternate method of communication shall be telephone. The use of 45.88 is restricted to County base stations, Coordinators and Deputy Coordinators and staff of the Office of Fire Prevention and Control.

#### **1.2.4(A) EXTREME RADIO TRAFFIC**

During times of extreme radio traffic or imminent severe climatic events, the following message shall be broadcast County-wide off all towers. **"40 Control to all units be advised fall back condition (phase one). Units are to cease transmissions to 40 control unless urgent."**

When in receipt of the message the following procedures shall be in effect:

- (1) All departments are to insure base units are manned for all Fire & EMS calls.
- (2) Individual bases will be responsible for monitoring, recording all times, and requests for inter-department assistance status of unit etc. Bases shall notify 40 Control via phone or radio when call(s) is/are covered.
- (3) Only the Incident Commander and/or Emergency Services Coordinators shall communicate with 40 Control.
- (4) If available, an Emergency Services Coordinator will respond to the County Communications Center at 40 Control to assist with Communications from ESC's in the Field.

Nothing in the above shall restrict communication deemed to be of an **urgent** nature, i.e. *Mayday messages* or messages that if delayed to 40 control, would result in the *death or serious injury* to members or civilians.

When normal conditions resume, 40 Control shall broadcast the message that **"fallback condition has been lifted. Units are to resume normal communication procedures."**

#### **1.2.5 TRANSFER OF CONTROL:**

Control shall be transferred immediately by radio should the Control Center suspend its control function.

Rev. 01/02

***First Alternate:*** Carmel Police Department or Emergency Operations Center as directed.

***Second Alternate:*** All Fire Department and Ambulance Corps base stations shall be authorized to dispatch should the 1st Alternate become inoperative.

***Third Alternate:*** The mobile radio in Car #1 or any Emergency Services Coordinator so available.

#### **1.2.7 RADIO FREQUENCY USAGE - ~~deleted 01/02~~**

#### **1.2.8 STATUS OF UNITS:**

All mutual aid plan participating agencies shall keep 40 Control informed, by radio (primary method) or telephone (secondary method), of the status of each of their units that has been provided radio equipment by the County. 40 Control shall maintain a record of the status of all County units in order to facilitate the dispatch of mutual aid. Status shall be reported as in Section 1.9.1.

#### **1.2.9 FIREGROUND RADIO CHANNEL DESIGNATION:**

<u>DEPARTMENT</u>	<u>CHANNEL</u>
11 Brewster	2
12 Carmel	3
16 Kent	2
17 Lake Carmel	4
18 Mahopac	4
19 Mahopac Falls	3
22 Patterson	3
23 Putnam Lake	4
13 Cold Spring	2
14 Continental Village	3
15 Garrison	4
20 North Highlands	4
24 Putnam Valley	2
36 Sloper/Willen	6

\* Ambulances dispatched to calls will operate on pre-selected fireground calls with FD's.

Rev. 01/02

#### **1.3 RECORDS:**

The dispatcher shall be responsible for creating, entering and the accuracy of the official record of information regarding all calls, dispatches and re-dispatches by 40 Control, along with any other pertinent information. When requested, 40 Control shall provide, to the local agency, the record of the times of messages and other information related to any incident involving that local agency. Except in emergency situations or when the request is from a unit on the scene, such information shall be provided via telephone at the conclusion of the incident.

#### **1.4 MOBILE AND PORTABLE RADIOS:**

The radio identifier system for Putnam County mobile radios shall be as follows:

The first two digits of the number signify the agency.

The third digit of the number signifies the type of apparatus.

The fourth digit of the number signifies the unit number within the local agency.

EXAMPLE: 24-4-2 means, Putnam Valley Fire Department's tanker number two.

#### **FIRST TWO DIGITS**

11 = Brewster Fire Department  
12 = Carmel Fire Department  
13 = Cold Spring Fire Department  
14 = Continental Village Fire Department  
15 = Garrison Fire Department  
16 = Kent Fire Department  
17 = Lake Carmel Fire Department  
18 = Mahopac Fire Department  
19 = Mahopac Falls Fire Department  
21 = North Highlands Fire Department  
22 = Patterson Fire Department  
23 = Putnam Lake Fire Department  
24 = Putnam Valley Fire Department  
31 = Carmel Ambulance Corps  
32 = Garrison Ambulance Corps  
33 = Philipstown Ambulance Corps  
34 = Putnam Valley Ambulance Corps  
36 = Sloper-Willen Ambulance  
37 = Town Fire Inspectors

Sloper Medics will be identified as:

#### **THIRD DIGIT**

1 = Chief Vehicle  
2 = Pumper  
3 = Brush Truck or Mini-Pumper  
4 = Tanker  
5 = Aerial Apparatus  
6 = Rescue Vehicles  
7 = EMS Vehicles  
8 = Miscellaneous Vehicles/FP/Hose  
9 = Portable Radio  
\*Marine Units will be identified by  
Department - Marine- Number  
18- Marine - 2

Medic 1 - West Side / Phillipstown Unit  
Medic 2 - Putnam Valley Unit / Central  
Medic 3 - Carmel / Mahopac  
Medic 4 - Brewster / Patterson

Rev. 01/02

The full County radio identifier of mobile and portable radios shall be used in all communications to and from 40 Control.

#### **1.4.2 ALTERNATE RADIO IDENTIFIERS:**

Mobile and portable radios may use alternate identifiers when communicating at the scene of an incident to facilitate accountability. (e.g. instead of using 11-9-4, they may use a name such as Captain Smith, Lieutenant Jones, Firefighter Johnson, etc.) Under the Incident Command System, the alternate identifier may be the group or sector assignment name, (e.g. Staging, Operations, Water Supply, etc.)

#### **1.5 HAZARDOUS MATERIALS RESPONSE:**

When answering a call reporting a hazardous materials emergency the following information shall be obtained from the caller:

1. The location of the emergency; by town, street & number, nearest cross street.
2. The name(s) of the materials involved and quantities involved.
3. The name of the caller and a call back number.
4. If people or property are threatened by the materials involved.
5. The conditions at the incident site.
6. Any other pertinent information.

#### **1.6. ALERT TONES:**

The "A 1" and "A 2" blue buttons when depressed provide alert tones over the selected frequency. The "A 1" button produces a steady tone as long as the button is depressed and the "A 2" button produces quick beep tones as long as the button is held.

The "A 1" button shall be used to get the attention of the unit being called that has not answered back after several verbal attempts. It shall be pressed once for a 1 second interval when trying to raise a particular unit. When advising units that are responding to an emergency to continue but to "proceed with caution" or to cancel their response when directed by the officer in command, the "A 1" button shall be pressed twice to give two 1 second tones followed by the respective, appropriate message.

The "A 2" button use shall be reserved for special emergency messages to all units on the frequency and for all radio transmissions to cease in order for the special message to be heard by all.

Examples of such messages, (when directed by the officer in command):

- A building is in danger of collapse
- Reporting missing or trapped firefighter
- Orders to evacuate a location
- See enclosure (G) RIT
- Special Weather Advisories

Rev. 01/02

### **1.6.1 SPECIAL FUNCTION BUTTONS:**

The Coordinators button is used to tone all ESC. The team buttons are used to dispatch the Fire Investigation Team, the Fire Police Response Team or the Hazmat Team. Transmitter towers are pre-programmed to these buttons.

### **1.7 (A) DISPATCHING:**

40 Control is authorized to dispatch emergencies for all participants in the Putnam County Mutual Aid Plan.

The primary fire dispatch frequency shall be 46.38 MHz.

The primary EMS dispatch frequency shall be 46.38.

Secondary EMS dispatch frequencies shall be 155.205.

### **1.7 (B) CARMEL POLICE DISPATCHING:**

Carmel PD will dispatch all alarms for Fire and EMS that it receives at Carmel Police Department Headquarters. Broadcast shall be over appropriate tower. ( i.e. Ninham for Mahopac and Tinker Hill for Mahopac Falls.) After initial Dispatch in accordance with this section, responding units will retain contact with 40 Control for the remainder of call duration. Carmel PD will maintain appropriate records of times and other information as required and forward to 40 control as soon as possible.

#### **1.7.1 RECORDS:**

Documentation shall be created for all dispatches and re-dispatches performed by 40 Control. This record shall include:

##### **Fire Alarms**

1. The location of the incident.
2. The nature of the incident.
3. The time of the call.
4. The time of units responding.
5. The time units arriving on scene.
6. The time the last unit is available from the scene

##### **EMS Calls**

1. The location of the incident.
2. The nature of the incident.
3. The time of the call.
4. The time each EMS unit responds.
5. The time each EMS unit is on the scene,
6. The time each EMS Unit leaves the scene.
7. The time each EMS unit is off at a medical facility.
8. The time each EMS unit is available by radio for service or back in quarters.

Rev. 01/02

Any requests for outside agencies (such as Utility Companies, Police Agencies, CHEMTREC, Health Dept., etc.) shall be entered along with the time requested and time the outside agency was contacted by 40 Control.

*NOTE:* If ALS is dispatched to the call, the ALS unit(s) times shall be entered in time

sequence. This shall include Medivac helicopters.

### **1.7.2 ALARMS OF FIRE:**

The tones of the fire department having jurisdiction shall be activated and the voice message broadcast over the selected tower as follows:

*(F.D. NAME) respond to (LOCATION) for a (DESCRIBE TYPE) of fire. Units are to operate on channel two or three at the discretion of the dispatcher consistent with other fire activity. Give time (military) and Dispatcher ID after each broadcast. Re-tone and repeat voice message, every three minutes or until first unit responds. After the first unit responds 40 Control will advise them to operate on frequency two or three (at the discretion of the dispatcher) consistent with other fire activity. Apply ten-minute rule as appropriate.*

### **1.7.3 EMS CALLS:**

The tones of the EMS agency having jurisdiction shall be activated and the voice message broadcast over the selected tower as follows:

*"(AGENCY NAME) ambulance responds to (LOCATION) for (DESCRIBE MEDICAL EMERGENCY)." Give time (military) and Dispatcher ID after each broadcast. Re-tone and repeat the voice message every three minutes or until the unit responds/calls in. See Section 1.7.8.*

### **1.7.5 MUTUAL AID: General Guidelines:**

- a. Once an Emergency Services Coordinator (ESC) has signed on for a particular incident, 40 Control will notify any other ESC signing on for the same event that another ESC has in fact already been assigned.
- b. When an ESC signs on responding to an incident, 40 Control should be prepared to give the ESC a "run down" of all operating, responding and relocated units. In addition, the Incident Commander shall be identified.
- c. When an ESC has signed in service at an incident, all requests for Mutual Aid, originating from other than the ESC, must be channeled through the ESC.
- d. Should an additional mutual aid incident occur in the County, requiring mutual aid, 40 Control shall activate the ESC'S tone and appraise any other ESC'S that sign on the frequency of mutual aid incidents already in progress.
- e. When an Incident Commander requests mutual aid through 40 Control and an ESC is available by radio, the ESC shall be notified of the request. If tones have not been activated, activate tones as a notification to other ESC.
- f. All calls for mutual aid shall be made through 40 Control. The radio identifier of the unit requesting mutual aid shall be verified and properly entered. The time of the request, the agency(s), units and or equipment requested, and the time when they are released from mutual aid shall be documented.
- g. Whenever an agency is dispatched to a call outside of their response district, the agency

Rev. 01/02

having jurisdiction of the outside district shall be toned and provided a message that another agency has been dispatched into their district and the nature of the incident. The ESC'S shall also be toned and notified.

#### **1.7.5. (1) Notification of Emergency Services Coordinator: Fire Incident**

- a. Whenever mutual aid is dispatched, the ESC'S tone shall also be activated along with a message specifying the nature and location of the mutual aid. Give time (military) and Dispatcher ID after each broadcast. This shall include anytime a county response team is called.
- b. Whenever the Incident Commander requests an ESC, the ESC'S tone shall be activated along with a message regarding the nature of the request.
- c. After ESC'S tones have been activated and an ESC is responding to an incident, the tones shall not be activated for further mutual aid requests to that incident.

#### **1.7.5. (2 ) Notification of Emergency Services Coordinator: EMS Incident.**

- a. Whenever 3 or more adjacent EMS agencies are simultaneously on calls, the ESC tone's shall be activated along with a message given reporting the specific agencies involved.
- b. Whenever 5 or more ambulances are on calls at the same time, the ESC tone's shall be activated along with a message of what units are involved.
- c. Whenever the Countywide MCI Plan is activated, the ESC tones shall be activated along with a message of particulars.
- d. When a request is received by 40 Control to have an ambulance go on standby, the ESC tones shall only be activated if more than one ambulance is being dispatched to the same incident.

#### **1.7.5 (3) Methods of Notification (Emergency Services Coordinators)**

1. Notification of Coordinator/Deputy Coordinators shall be via page and/or Nextel (Alpha Group Page).
2. If no acknowledgement is received and response of a coordinator is either (a) requested by an agency or, (b) indicated under the provisions of the Mutual Aid Plan and/or Radio Procedure Guide, the coordinators alert tones shall be transmitted three (3) times or until a coordinator signs on.

#### **1.7.5 (a) SPECIAL TEAMS:**

The Fire Investigation Team, Hazardous Materials Response Team and the Fire Police Response Team shall only be dispatched upon a request from a Putnam County Mutual Aid Plan Participant or on authority of the Commissioner or an ESC. Rev. 01/02

The requested team's tones shall be broadcast on frequency 46.38.

The tones shall be followed by a voice message describing the nature and location of the request and any other pertinent information regarding the incident. Whenever a request is received for activation of a County Special Team, the ESC tone's shall be activated. Tones shall

be transmitted three times or until a minimum of three team members advise they are responding.

**HAZMAT TEAM:**

Send Hazmat Team tones and simulcast over Mt. Ninham and Graymoor towers a verbal message giving information on and location of the incident. Give time (military) and Dispatcher ID after each broadcast. Repeat the verbal message over the A. T & T Tower, Tinker Hill and Patterson Tower.

Individual Team members will call 40 Control by telephone to report they are responding and will provide 40 Control with their County ID number. All Hazmat Team members ID's begin with "50." 40 Control will log the ID(s) of the team members that call in and report the number of team personnel responding, along with the ID numbers to the Incident Commander.

**FIRE INVESTIGATION TEAM:**

Send Fire Investigation Team tones and simulcast over Mt. Ninham and Graymoor towers a verbal message giving information on and location of the incident. Repeat the verbal message over the A.T.&T. Tower, Tinker Hill and Patterson Tower. Give time (military) and Dispatcher ID after each broadcast. Individual team members will call 40 Control by telephone or by portable radio to report they are responding and will provide 40 Control with their County ID number. All Fire Investigation Team Members ID's begin with "40." 40 Control will log the ID(s) of the team members that call in and report the number of team personnel responding, along with the ID numbers to the Incident Commander.

**FIRE POLICE RESPONSE TEAM:**

When a mutual aid request for the County Fire Police Team is received, 40 Control will activate the tones. Simulcast will be in accordance with procedures established with **HAZMAT & FIRE INVESTIGATION TEAMS.**

**1.7.5 (b) SPECIAL REQUEST**

If not otherwise specified, when a request is received by 40 Control for a special Call-for team assistance from another department, the closest available department with those assets shall be dispatched.

(i.e. A request for a dive team to respond to Putnam Valley)

\* If a specific request is made, 40 Control shall dispatch appropriate department as requested.

Rev. 01/02

**177.7 REQUESTS FOR ADDITIONAL AMBULANCES:**

Between the hours of 6:00 AM and 6:00 PM any requests for an additional ambulance to the

scene of an incident or for another call in the jurisdiction where a unit has already been dispatched, tones for the two closest ambulance services shall be activated along with the tones of the original agency.

Examples:

1. Brewster Ambulance is on the scene of a PI Auto Accident at 1400 Hrs and requests an additional ambulance. Brewster, Putnam Lake and Carmel tones will be activated to cover the call.
2. Carmel Ambulance has been dispatched to Arms Acres at 0900. At 0905 Hrs another call is received for **DATAR REHAB**. Carmel, Kent and Mahopac tones are activated for response.
3. Effective Date of Change: September 18, 2000.

### **1.7.8 AMBULANCE RESPONSE:**

When an ambulance agency is alerted of a call, members who are responding to the call shall notify 40 Control via phone or radio of their status. (i.e. "This is a Kent EMT, I am responding to the firehouse (or scene)". ("This is a Kent Driver, I am responding to the firehouse".) 40 Control will rebroadcast call after 3 minutes and advise of the status of the call. If the call is not covered after 5 minutes, the 2 closest ambulances shall be alerted for possible mutual aid. Nothing in this section shall preclude response by the agency that was originally dispatched. **ECHO PROCEDURE:**

**Echoing practices are used to repeat important information received from a mobile unit to confirm or clarify it. Examples may include echoing instructions given by an incident commander to additional responding apparatus. This is necessary for field units who cannot hear or understand the original transmission. The Base Station broadcasts at a higher power level than radios used by the field units. By repeating important messages, you can help people in the field.**

**40 Control will broadcast (ECHO) all Incident Command/Chief's preliminary information over Channel 1.**

**On ambulance dispatches, it is critical that once the call is covered, this information shall be transmitted over Channel 1.**

### **1.7.9 ADVANCED LIFE SUPPORT {Ground Units):**

Rev. 01/02

Contact with ground Advanced Life Support units (fly cars) shall be made on frequency 46.38. The nearest available ALS unit(s) shall be dispatched immediately following the dispatch of the local EMS agency, to all EMS calls that meet the following criteria:

1. CARDIAC ARREST/RESPIRATORY ARREST
2. CHEST PAIN
3. RESPIRATORY DISTRESS/OBSTRUCTED AIRWAY
4. UNRESPONSIVE/DECREASED L.O.C./DIABETIC EMERGENCIES
5. SEIZURE
6. MAJOR TRAUMA
  - a. Falls of greater than 20 feet
  - b. Severe Burns
  - c. MVA involving:
    - i. Rollover
    - ii. Ejection
    - iii. Pedestrian struck
    - iv. Motorcycle
7. MULTIPLE CASUALTY INCIDENT
8. ANAPHYLAXIS/ALLERGIC REACTION
9. UNSTABLE/ABNORMAL VITAL SIGNS
10. ABDOMINAL PAIN - FEMALE
11. DRUG OVERDOSE

If ground ALS is not available for a call that meets the criteria above, 40 Control shall notify the responding local EMS agency unit with the message... "(insert unit number) ALS is not available for your call."

Whenever a helicopter medical service is requested by the local EMS agency, ground ALS shall also be dispatched to the scene of the emergency.

The Emergency Medical Technician, on the local agency ambulance responding to an EMS call, shall have the authority to cancel ALS response based on existing regional protocols. ALS shall be dispatched whenever the Countywide MCI plan is activated.

#### **1.7.9 (a) Mutual Assistance (ALS) Out of County:**

In cases where there is only one Medic available in Putnam County, 40 Control shall advise the requesting agency that no unit is available for out of County Dispatch.

#### **1.7.10 MEDIVAC HELICOPTERS:**

All requests for Medivac helicopters from within Putnam County shall be made to 40 Control. 40 Control shall obtain the following information from the Incident Commander prior to contacting Air Medivac:

<ol style="list-style-type: none"> <li>1. The requesting agency</li> <li>3. The location of the incident</li> <li>4.</li> <li>3. The number of injured requiring Medivac</li> <li>4. The nature of the injury of those requiring Medivac</li> <li>5. The location of the landing zone for the helicopter</li> </ol>	Rev. 01/02
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6. Any other pertinent information

Revised 09/01

40 Control shall obtain from Medivac Helicopter, the estimated time of arrival of the Helicopter at the landing zone and relate that information to the incident ground contact. The ground contact shall report to 40 Control when the helicopter is "on the ground" at the incident and when it is airborne again.

If necessary, 40 Control may directly contact the Medivac Helicopter to provide instructions or relay information on the authorized frequencies.

Whenever requested, 40 Control shall dispatch the Fire Department having jurisdiction to provide landing site security.

The radio identifier of the ground contact shall be **LZ** followed by the **command number** as in Section 1.4. (Ex. Mahopac Fire Department **LZ** shall be designated **LZ 18.**)

Carmel Fire Department (**LZ 12**)

**Phonetic Alphabet Lima Zulu**

***\*\*\* All communications with Air Traffic shall be on Channel 2 (46.50)***

**1.7.11 Deleted on May 15, 2000**

**1.7.12 RADIO ASSISTANCE TO EMS UNITS:**

When requested, 40 Control shall assist EMS units making contact with a hospital utilizing the high-band frequencies and the relay of information when requested.

All information regarding such assistance shall be recorded.

**1.7.13 ALARMS ON NEW YORK STATE THRUWAY (I-84):**

Whenever fire apparatus or ambulances operate on New York State Thruway Authority roadways (**Interstate 84**), 40 Control shall notify the Thruway Authority by telephone (1-800-842-2233 or 631-6300) of the nature of the incident and the units involved. Ascertain the location by milepost marker from a unit at the incident scene and also provide that information to the Thruway Authority. Record all information related to the incident. Rev. 01/02

**1.7.14 FOREST RANGERS:**

Whenever a New York State Forest Ranger is requested to the scene of an incident in Putnam County, 40 Control shall contact the New York State Department of Environmental Conservation Regional Office or the Ninham Field Office and relay all information related to the request.

Revised 09/01

**1.7.15 METRO NORTH:**

In the event of an emergency on Metro North property in Putnam County, in addition to dispatching the Putnam agency having jurisdiction, 40 Control shall notify Metro North via telephone. Metro-North emergency vehicles are authorized to utilize frequency 46.38 while operating at emergencies within Putnam County.

Their radio identifiers are: 2641 2642 2643

These are the identifier numbers that were assigned by Westchester County and do not coincide with the Putnam County radio identifier system.

**1.7.16 NEW YORK CITY WATER SHED:**

In the event of an emergency involving New York City Watershed lands, in addition to dispatching the Putnam agency having jurisdiction, 40 Control shall notify NYCDEP. Their emergency reporting telephone numbers are: 914-628-7414 or 245-6694.

Their response vehicles are authorized to utilize frequency 46.38 and will use the following radio identifiers: 6611 Chief Inspector 6612 Inspector 6613 Utility Vehicle.

**1.7.17 CANCELING DISPATCHES:**

When requested by the Officer in command or when a bona fide follow-up call from the original caller warrants the cancellation of a dispatch, the pager tones only (blue button) for the agency(s) that have been dispatched shall be activated, along with a message over 46.38 stating that the dispatch has been canceled and the reason for the cancellation.

**1.7.18 THE CROTON FALLS FIRE DISTRICT:**

Portions of the Croton Falls Fire District are within the boundaries of Putnam County. It is delineated on the County map located on the wall in the dispatching room. Emergency calls received for that area should be forwarded to 60 Control, the Westchester County Fire Control Center for dispatch. The primary method shall be via the inter-county frequency, 45.88.

Rev. 01/02

The secondary will be via telephone. E 911 calls shall be transferred electronically in accordance with E 911 system operations. The Croton Falls Fire Department responds to and should be dispatched to all EMS calls within their district in Putnam County.

**1.7.19 THE NORTH SALEM AMBULANCE RESPONSE AREA:**

The North Salem Ambulance Corps provides EMS service by contract to the area in the Town of Carmel that is also serviced by the Croton Falls Fire District. When calls are received for emergency medical service in that area, 60 Control shall be notified in the same manner as outlined in 1.7.19 for dispatching of both the Fire Department and the Ambulance Corps.

#### **1.7.20 DISPATCHER DISCRETION:**

When circumstances arise that are not covered in this procedure, the dispatcher is granted discretionary authority to act, with the provision that such actions are consistent with past training and standard radio practices and guidelines.

#### **1.8 COMPUTER AIDED DISPATCHING:**

The operation of the computer aided dispatching system shall be in accordance with the software program vendor's manual of operation.

##### **1.8.1 DATA ENTRY:**

- A. All dispatches shall be entered into the computer aided dispatching record system.
- B. Times for all units responding to alarms of fire shall be recorded.
- C. For multiple ambulance incidents, each ambulance times shall be recorded.

#### **1.9 RADIO SYSTEM TESTS:**

##### **DAILY TEST:**

Daily test of 40 Control transmitters at 06:30 hours shall be as follows:

<u>RADIO TOWER FREQUENCY</u>	<u>CONTACT</u>
Mt. Ninham	155.340
Mt. Ninham	46.04
Mt. Ninham	46.38
Local	46.38
Local	45.88
Local	45.88
Tinker Hill	155.220
Tinker Hill	155.205
	Putnam Hospital Center
	Putnam Hospital Center
	Carmel Police
	Kent Police
	60 Control (Westchester)
	Dutchess County Control
	Hudson Valley Hospital
	Westchester Fire Control
	Rev. 01/02
Tinker Hill	155.280
Graymoor	155.205
A T & T	155.205
	Westchester Fire Control
	Westchester Fire Control
	Dutchess Fire Control

##### **1.9.1 DAILY STATUS REPORT:**

At 0800 Hrs and 1800 Hrs (app) alert tone shall be activated and a voice message shall be transmitted indicating any vehicles out of service. In addition, the Commissioner and Emergency Service Coordinators out of service shall be announced. ESC status will also be announced during the Sunday AM test as outlined in 1.9.3 of this document. Announcement shall also be made of any unusual dispatch information such as closing of main roads, severe weather bulletins, hospital diversion information and ALS Units relocated or out of service.

### **1.9.2 MALFUNCTIONS:**

Any deficiencies in the above testing shall be reported immediately to the Communications Supervisor, who will notify the Commissioner.

### **1.9.3 SUNDAY TEST:**

A test of all fire and EMS agency alerting tones will be conducted every Sunday at 09:00 hours as follows:

1. The Bureau of Emergency Services Commissioner shall provide to 40 Control messages to be broadcast. If no messages are provided, the tones shall be tested followed by an announcement that there are no messages from the Bureau of Emergency Services.
2. The tone group button for Mt. Ninham Tower, followed by the Graymoor Tower tone group button will be activated and the messages read over frequency 46.38, simulcast over the Ninham and Graymoor and Tinker Hill. Announcements shall also be made on 155.205 for Garrison Ambulance, Putnam Valley Ambulance and Philipstown Ambulance.
3. Following the completion of the Ninham and Graymoor test, the tone group button for the A T & T Tower will be activated and the messages read over frequency 46.38.

Messages for the weekly test shall be forwarded to 40 Control by the Bureau of Emergency Services.

#### **1.9.3. (a)**

On the last Sunday of each month, the alert tones and message broadcast shall be performed by the Carmel Police Department in order to test secondary control point.

Rev. 01/02

### **1.10. ANNOUNCEMENTS AND TEST MESSAGE (NON-EMERGENCY):**

Fire Departments and Ambulance Corps wishing to have announcements of non-emergency nature made by 40 Control shall adhere to the following guidelines:

1. FAX or deliver the announcement to 40 Control by 1730 Hrs on the day of the requested

announcement.

2. Request must have the name of the Department official making the request and must be signed.
3. Announcements that are requested to be made *Countywide* must be authorized by the Bureau of Emergency Services Commissioner or ESC.
4. Agency tones only will be activated for individual department messages.
5. Messages will be broadcast as close to 1800 Hrs as possible based on frequency availability.
6. Permission to perform a test while emergency operations are underway, may be granted by the IC or the unit in charge of any and all active incident(s) and in compliance with the these guidelines.

#### **1.10.1 AUTHORITY FOR MULTI-AGENCY ANNOUNCEMENTS:**

Prior to using any authorized frequency for any multiple agency announcement or message to be broadcast from 40 Control, permission shall be secured from the Commissioner (or in his absence, an ESC) before activating multi-agency tones.

#### **1.10.3 LOCAL AGENCY AUTHORITY:**

Local agency base stations shall secure, via telephone, permission from 40 Control prior to using any authorized frequency for any non-emergency announcement, message or tone test.

The Chief of a Fire Department or the Captain of an Ambulance Corps, (or their designee), may have tests of their tones or messages broadcast by 40 Control for their respective agency only at their discretion and in compliance with 1.10.

#### **1.10.4 PERMISSIBLE ANNOUNCEMENTS:**

The categories listed below are permissible announcements:

<ul style="list-style-type: none"><li>• Funerals</li><li>• Drills and Training</li><li>• Meetings of Fire &amp; EMS Organizations</li><li>• Change of Meetings, Drills and Training</li><li>• Parades</li><li>• Inspections</li><li>• Special Details</li><li>• Inclement Weather Notification</li></ul>	Rev. 01/02
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- Vehicles/Equipment Out of Service
- Relocated Apparatus
- Other Messages as Authorized by a Commissioner
- Announcements or messages not related to Fire and/or EMS functions are not permitted

### **1.11 LINE OF AUTHORITY:**

#### **Radio Identified:**

CAR #1	Robert McMahon	CAR #6	Richard Reuther
CAR #2	Jerry Daniels	CAR #7	Michael Hengel
CAR #3	Ron Davies	CAR #8	James Ciulla
CAR #4	Doug Casey	CAR #9	Louie Luongo
CAR #5			

\*\*\*\* Car #10A is the Bureau of Emergency Services Public Information Officer, does not assume duties as an ESC, and is not reported in the Line of Authority in accordance with Section 1.11.0.

\*\*\*\* Car #30 is the EMS Director and is not reported in Line of Authority in Accordance with Section 1.11.0.

#### **1.11.1 COMMISSIONER CONTACT:**

When it is necessary to contact the Commissioner, the following sequence shall be followed:

1. Attempt notification via 46.38.
2. Telephone the Bureau of Emergency Services. If no contact, proceed to step 3.
3. Telephone the Commissioner's residence, as listed in the Bureau of Emergency Services Phone Directory. If no contact, proceed to step 4.
4. Activate the Commissioner's pager. This is an alphanumeric pager and can either receive a message or left a number to return call. 914/445-0761 Digital, or 1-800-283-2255 PIN NUMBER 30912. Rev. 01/02
5. During normal **business hours**, the Commissioner will be contacted for any incident that may require the response of an ESC.
6. **Bureau of Emergency Services Commissioner shall be notified 24 Hours a day for any calls of unusual nature**, any civilian fatality or any serious injury or fatality to Fire or EMS personnel.

#### **1.11.2 NOTIFICATION, INDIAN POINT:**

When alerted by the Indian Point EOF, Entergy of any unusual event, alert, site emergency or general emergency the Commissioner of the Bureau of Emergency Services shall be notified immediately as indicated in 1.11.1.

## **1.12 RADIO ETIQUETTE:**

### **TEN CODES:**

No "ten code" system shall be utilized on the authorized frequencies. Units shall exchange information of official nature, being respectful and courteous at all times. The use of pleasantries such as "thank you very much" are not required. Messages shall be kept short in order to keep the network open for additional message traffic. Units shall be recognized by radio identifier before transmitting information, i.e. 40 Control this is 1771. Unit shall await acknowledgement from 40 Control before proceeding with radio traffic.

### **1.12.1 COURTESY:**

All users of the County Bureau of Emergency Services radio system shall remain courteous in their demeanor while using the radio system

### **1.12.2 COMPLAINTS:**

Any and all complaints regarding the operation of the Fire and EMS radio system shall be channeled through the Office of the County Fire and EMS Commissioner. Dispatchers shall report discrepancies to the Deputy Sheriff Officer in Charge of Radio Communications, for disposition. Field units shall report discrepancies to County Car #1 or through zone coordinator for disposition.

### **1.12.3 STANDARD WORDS AND PHRASES:**

- RESPONDING = Unit is responding to the incident.
- ON THE SCENE = Unit calling has arrived at the incident site.
- LOCATION = Where the incident site is.
- ENROUTE = Unit is moving from the incident site to another location.
- AVAILABLE = Unit is available for dispatch. Rev. 01/02
- AVAILABLE BY RADIO = Unit is available via the frequency for dispatch.
- OUT OF SERVICE = Unit is not available for dispatch.

### **1.12.4 URGENT TRANSMISSIONS:**

If a message is considered to be of an urgent nature, Units are to preface message by clearly stating urgent before transmitting message.

EXAMPLE: 40 Control, this is 19-1-1 Urgent. Upon hearing this message, 40 Control shall

activate the alert tone and state, “all units in the field stand by. Unit with the urgent message go ahead with your transmission.” All other units shall cease transmitting until 40 Control re-broadcasts the alert tone and advises, “units in the field may continue with normal transmissions.”

Units are to use Urgent for messages that must be relayed immediately for true emergency reasons.

EXAMPLES OF URGENT MESSAGES:

- Incidents affecting the response of the unit (accident, etc.)
- Units under attack or harassment requiring the assistance of Police.
- Severe injuries to members on scene requiring immediate additional assistance.

Rev. 01/02

**Enclosure D**

**PUTNAM COUNTY FIRE INVESTIGATION TEAM**  
**PROTOCOL**

1. At all scenes - line of authority shall be Emergency Services Coordinator, Team Leader, or 1st Investigator on the scene (Note the one in charge may stay in charge even though a senior member shows up if the senior member approves same). An ESC will not take charge of the Investigation but will act as an advisor and liaison officer only.

2. All team members shall call into "40 Control" when called by a Fire Department called by a Fire Department for an Investigation (give your ID# 40--)
3. The first investigator on the scene shall report to the officer-in-charge and will commence initial investigation and size-up while awaiting other Team Members.
4. All official photographs will be taken with County equipment and turned over to the Investigator assigned to prepare the report.
5. When the Fire Investigation team has assembled to discuss the investigation, only members who participated in the investigation should attend.
6. All reports and notes will be submitted by the investigator writing the report. He will be responsible for turning in same to the Bureau of Emergency Services Office within one week of the incident unless approval for extension is granted by the ESC liaison to the Investigation Team.
7. The Investigation Team will keep the ESC on scene apprised of the progress of the investigation.
8. If the investigation is to be turned over to another agency, see #7, the report shall indicate the agency name, number of photographs and other physical evidence turned over to such agency.
9. All reports will be reviewed by the Office of the Commissioner before becoming record or mailed to the Department holding jurisdiction for the incident.
10. No records or information of an investigation will be released without the approval of the Office of the Commissioner.
11. Once the Team has left the incident location, they shall not return without proper notification to the Incident Commander, 40 Control and the Commissioner.
12. No information shall be released without express approval of the Incident Commander and the Commissioner.

#### **Job Description - Fire Investigator**

Following is a suggested job description for Fire Investigator- Putnam County

**TITLE - Fire Investigator**

**DEPARTMENT - BUREAU of EMERGENCY SERVICES**

**METHOD - Appointment by County Emergency Services Commissioner**

REQUIREMENTS - Shall have at least 10 years firefighter experience. Shall have completed the following New York State Training Courses and/or the approved New York State equivalent.

Firefighting Essentials,  
Initial Fire Attack,  
Fire Behavior and Arson Awareness,  
Cause and Origin Determination.

Individuals should be willing to complete 80-hour New York State Fire Academy Fire/Arson Investigation course.

JOB DESCRIPTION: At the request of a Putnam County Fire Department, respond to the incident location and assist the Officer-in-Charge in determining the cause and origin of the fire. Should the determination of the fire scene indicate that the fire was deliberately set or arson-related in any way, the Senior Fire Investigator shall contact the Officer-in-Charge and advise him/her of the results of the investigation. The investigator may assist Local Law Enforcement Agency when requested. Upon completion of any investigation prepare and forward to the Office of the Commissioner, a report containing all pertinent information.

**Enclosure E**

**PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES**

**HAZMAT RESPONSE TEAM**

**PROTOCOLS**

1. Team will only respond upon request of the Fire Department having jurisdiction over the incident.
2. Fire Department OIC will remain in charge of the incident. The Hazmat Team Officer is in charge of the team members. Prior to commencing operations the team OIC will discuss all operations with the fire department officer-in-charge. In the event of a disagreement between the Fire Department and the Hazmat Team relative to proper technique, no action will be initiated by the HAZMAT Team.
3. Fire Department is responsible for obtaining materials needed on scene. Reimbursement is the responsibility of the party causing the spill or leak.
4. ALL CONTRACTS WITH CLEAN-UP CONTRACTORS, TRANSPORTING OF ANY MATERIALS IS THE RESPONSIBILITY OF THE LOCAL MUNICIPALITY OR THE PARTY CAUSING THE HAZMAT INCIDENT, BUT NOT THE HMRT.
5. Fire Department personnel must be available for assistance; HMRT will determine level of protection needed by these individuals.
6. Fire Department must remain on-site during the incident.
7. Hot line, contamination control line and access point shall be established by the HMRT and the contamination control line shall be maintained by police agency or Fire Police.

**Enclosure F**

**Putnam County Fire Police Response Team**

**Basic Plan:**

During a major incident the Fire Police Response Team shall provide support to Police and Fire Departments as requested. Examples of duties are listed below:

1. Ensure the safe arrival of firemen and free movement of apparatus and other emergency equipment to and from the scene of a major incident.
2. Regulate traffic in and around a major incident such as a fire, vehicle accident, hazmat problem or any other incident where assistance is requested.
3. Keep the area around the scene of a major incident clear so Fire and Rescue Personnel can maintain free and uninterrupted operations.
4. Set up "Fire - Lines" and keep spectators at a safe distance at the scene of a major incident.
5. Assist any requesting Fire Department in completion of emergency evacuations.
6. Report any unusual circumstances in or around the emergency scene to the Incident Commander.
7. To provide relief as required to local Fire Police agencies at incidents of unusually long duration.
8. The Team Leader will prepare a written report after all incidents and forward to the ESC responsible as Team Coordinator
9. Additional duties as directed by the CFC or Incident Commander.

## **PUTNAM COUNTY FIRE POLICE RESPONSE TEAM**

### **STANDARD OPERATING PROCEDURE:**

During a major incident (fire, hazmat, mass casualty auto, rail or aircraft accident) the Putnam County Fire Police Response Team would be available to provide assistance to all Fire Departments under the Mutual Aid Plan and any other agency authorized by the Commissioner.

### **METHOD OF RESPONSE:**

1. The Incident Commander or ESC at the scene of a major incident would request through 40 Control activation of the Putnam County Fire Police Response Team.
2. The Fire Police Team members are directed to report to the Team Leader for assignment.
3. The Fire Police Team leader shall set up a temporary staging area for incoming Putnam County Fire Police Response Team members. It shall be the responsibility of the Team Leader to keep count of members responding to the incident and to make appropriate assignments.

### **RESPONSE TEAM LEADER:**

Response Team Leader shall be the senior Putnam County Fire Police Response Team member from the department of the incident.

### **MEMBERSHIP:**

In order to be an active team member the following requirements are needed:

1. Must fill out a Bureau of Emergency Services Application and be approved by his/her Chief.
2. Applicant must have attended the NYS Fire Police School taught by the Bureau of Emergency Services, or equivalent, at which time he/she will be registered with New York State. Copy of same must be submitted to the Commissioner.
3. Applicant must have signed or taken Fire Police Oath of Office with his/her own Fire Department, copy should be submitted with Bureau of Emergency Services application.
4. Applicant must be an active Fire Police member of his/her respective Putnam County Fire Department.
5. Must be appointed annually by the Putnam County Bureau of Emergency Services Commissioner and can be removed at any time by the Commissioner.

## **REQUIREMENTS FOR ALL TEAM MEMBERS:**

1. Must use Reflective Gear.
2. Must wear "Fire Police Response Team" gear issued. (BOF/EMS Vest)
3. Attend training sessions.
4. Be active in pre-planning & critique sessions of Response Team.
5. Must remain an active member with his/her own Fire Department.
6. Must be physically fit to perform his/her duties.

## **REQUIRED EQUIPMENT:**

1. Fire Police SAFETY equipment issued to each Fire Police member from his or her Fire Departments may be used on assignments as required.
2. Any required special gear will be supplied by the Bureau of Emergency Services.

## **PROPOSED FUTURE EQUIPMENT REQUIREMENTS - ADDITIONAL**

1. Pagers - issued to all Fire Police Response Team Members that will be Tone Activated (Specifically for PCFPRT) normal dispatch frequency - 46.38 Mhz.
2. 2-Way Portables - Radio's that have Hi-Band (green/blue dot freq.) (BOES now has 10 radios.

Note:

Reviewed by the Putnam/Westchester Fire Police Association Approved by the Putnam County Bureau of Emergency Services Commissioner 3/1/94

Revised at request of Protective Services 4/13/94

Revised by the County Commissioner 4/13/94.

Approved by Putnam County Legislature 4/13/94

## **Enclosure G**

RIT County Proposed SOP:

Background: Recognizing that the first responsibility of any Incident Commander is the safety and well being of the firefighting forces and based on the provisions outlined in NFPA 1500 and NFPA 1561, the following policy will be instituted in Putnam County.

Equipment: *All RIT's* should be equipped with the following items:

Halligan Hook

Pike pole

Forcible entry tools, (Rabbit Tool Ax Halligan)

Life rope

Search rope.

4 Hand Lights

Two safety belts

SCBA with PASS

Full PPE

Thermal Imaging Camera\*\*

### **Make Up of Team:**

Team shall consist of 4 Members designated as Interior Structural Firefighters according to NFPA 1500. At least one member shall be radio equipped. Members who expect to participate in a RIT should participate in a countywide training session,1 to insure uniformity and conformity with County guidelines. Each participant eligible to participate in an RIT should be designated in writing by the Chief Operating Officer of each Department in County.

### **Mission Statement**

**The RIT is to be available on scene in order to rescue trapped lost or otherwise endangered firefighters.**

### **Procedure**

Upon dispatch by 40 Control Responding members monitor radio to be alert of changing conditions as reported by IC on Scene. Upon arrival, the RIT shall report to IC or Command post notifying the IC that they have been assigned as the RIT. The highest-ranking member is in charge of the team. If no officer is present, the team will be supervised by the firefighter with the most time in the department.

**Members of different Departments within the County may make up RIT'S.**

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1 The Bureau of Emergency Services will provide training for RIT upon acceptance of this document.

Upon reporting to the IC or CP, units will begin size up and gather as much information as possible about the structure, being aware that it will be necessary to remain at the CP and *Intact* as a unit. Units must also be aware of the EMS Resources on scene and may recommend to the CP of the necessity for calling additional EMS resources.

Included in the "size up" the RIT should be assessing the availability of items like power tools, ladders etc., which would be useful in cases where a Rescue attempt needed to be made. It may also be helpful if the RIT made a thorough assessment of the entire structure and became familiar with means of egress, special hazards and conditions that may affect potential rescue operations.

The IC should not use the RIT for any other duties unless absolutely essential. In that case, 40 Control will be directed to assign another RIT to the incident. Anytime a RIT is used at the scene; normal firefighting operations should be limited to supporting the RIT.<sup>2</sup>

IC may call for a RIT during any operation that may endanger firefighter and EMS personnel and not limited to structural fires.

The Putnam County Bureau of Emergency Services Radio Operation Procedure Manual would be changed as indicated below:

1.75 (b) UPON REQUEST BY THE INCIDENT COMMANDER, 40 Control will dispatch (a) the RIT requested by the IC (b) the closest designated RIT (c) Department with an available R/T. R/T Team members will be expected to call 40 Control via phone or radio transmission and report status within 3 minutes. If negative status is reported to 40 Control, option (b) or (c) will be exercised as per dispatcher discretion.

#### *Lost or Trapped Firefighter*

When a firefighter is declared lost or trapped, 40 Control will sound the "alert tone" followed by a transmission that a MayDay has been sounded for a lost or trapped firefighter. All transmissions on Channel 1 will cease, with the exception of the Incident Commander.

The Dispatcher at 40 Control shall confirm acknowledgment of the MAYDAY in cases where the IC did not initiate the MAYDAY. If the missing firefighter is located or at the conclusion of the MAYDAY, the IC shall notify 40 Control.

1.75 (c) The following emergency Radio **Communications Terminology** will be used as indicated.

1.75(c) 1. The terms "MAYDAY" and "URGENT" will be used only in situations where immediate communication is necessary to protect life or prevent serious injury. Whenever the terms "MAYDAY" or "URGENT" are transmitted, all radio traffic shall cease except those between the person initiating the emergency transmission and the Incident Commander.

1.75 (c) 2. Whenever a structure or area is evacuated or whenever a RIT is assigned a rescue

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2 In cases where the RIT is used as a RIT or when the IC must use the RIT, 40 Control is to be notified of the necessity of calling for another RIT.

task, or after a "MAYDAY" transmission, all officers on scene must conduct an immediate role call and account for all subordinates and report status to the IC.

1.75 (c) 3. MAYDAY transmissions have priority over Urgent. It shall be used in four (4) cases only.

1. Imminent collapse feared- any member becoming aware of imminent collapse shall report to the incident commander in the following format: IC 23 this is 23-21 Officer with a "MAYDAY." Upon acknowledgment from IC, 2321 Officer, reports Collapse Imminent. Reporting member shall give the location as best as possible and the IC shall order all members from the structure and comply with section 1.75 (C) 2.
2. Structural Collapse has already occurred. Any member may report this, along with an accurate location.
3. Missing Member. If an Officer has lost contact with a member under his supervision, he shall transmit to the IC "MAYDAY Member missing! Reporting Officer should transmit last known location of missing member.
4. Member is unconscious or has suffered a life threatening injury.

1.75 (B) 4. Urgent shall be used when a member needs to get control of the communication network. IC 23, this is 23 21, urgent. After acknowledgment by IC 23-21 reports fire conditions deteriorating rapidly of trapped occupants or a member down.

It may also be used to have members back out and initiate an outside only attack if conditions dictate.

The term "Collapse" shall only be used to indicate a building collapse, not to report the collapse of a member or civilian.

\*\* A committee is exploring the purchase of Thermal Imaging cameras at the time of this writing. This would certainly be a functional piece of equipment for the PDT and should be included as obtained.

Note: It is important that in all case of a MAYDAY and or URGENT Transmissions that the IC conduct an accurate personnel accounting reporting procedure (Roll Call) 5/6/98.

**Enclosure H**

**PUTNAM COUNTY INICIDENT COMMAND SYSTEM**

This department operates under an Incident Command System whenever there is an emergency situation. The Incident Command System is an organized system of roles, responsibilities and operating procedures used to manage and direct emergency operations. If there is a severe shortage of manpower and the situation is critical, follow the instructions of the senior officer in charge. The system will automatically be in effect and the following standard operating procedures should be followed.

**The Incident Commander (IC):**

The Incident Commander is in charge of the incident. He may be the senior officer, an ex-officer, or even the driver of the first pumper on scene. If the manpower is short and the situation is critical, the Incident Commander may be physically involved in the stabilization of the incident. If at all possible the IC should remain a physical distance from the incident but in good view of the incident. The IC should be near a Command Post which is a vehicle or area where planning is done, the situation gone over, and orders issued. The IC will be responsible for identifying the Command Post. The County Commissioner should report to the Command Post. All other personnel arriving to the scene should report to staging so that they are recorded as being at the incident. After checking in, firefighters or ESC personnel, who are not group officers, water officers, or involved with logistics should NOT be in communication with the IC. All further communication should be done through a chain of command. This frees the IC to deal with larger issues. When the firefighters report to the *command post*, someone will log them in and give them assignments.

The IC is responsible for command functions at all time. Command procedures are designated to accomplish the following:

1. Fix the responsibility of command on a certain individual who will be in command of the incident.
2. To insure that a strong, direct, and visible command will be established early in the incident.
3. Establish an effective framework outlining the activities and responsibilities assigned to command.
4. Provide a system for orderly transfer of command to the subsequent arriving officer.

5. To identify the location of the Command Post.

The IC is responsible for four (4) basic fireground objectives:

1. Provide for the safety and welfare of the firefighters.
2. Remove endangered occupants and treat the injured.
3. Stabilize the incident.
4. Conserve property.

The IC is responsible for the following functions as required by the circumstances of the situation:

1. Assume and confirm command and take appropriate action.
2. Size up the situation.
3. Begin, maintain, and control the communication process. Use the expression: "IC County Number on the scene." CONFIRMED STRUCTURE FIRE, 19-9-5 ASSUMING COMMAND. IC 19 ON THE AIR."
4. Identify an overall strategy, develop an attack plan, and assign units.
5. Develop an effective fireground organization.
6. Coordinate the transfer of command as required, using the Phrase "Transferring Command."
7. Request and assign additional resources as required.
8. Return equipment to service and terminate command.

## **COMMAND PROCEDURES**

The first fire department unit to arrive at the scene should assume command and remain in command unless relieved by a ranking officer or command is terminated.

### **TRANSFER OF COMMAND**

The officer assuming command should communicate with the person being relieved. The IC being relieved should report the following the new IC:

1. General situation status.
2. Incident location, extent, conditions.
3. Safety considerations.
4. Deployment and assignment of operating groups or sectors.
5. Appraisal of needs for additional resources.

### **LINES OF AUTHORITY\***

The Incident Commander runs the incident. The lines of authority in the primary jurisdiction of the incident shall be:

1. Chief.
2. First Assistant Chief
3. Second Assistant Chief
4. Captain (seniority in rank and department)
5. Lieutenant (seniority in rank and department)
6. Ex-Chief
7. Senior firefighter

### **Group/Sector Leaders**

To make the most efficient management of an emergency scene or incident, geographical areas, functional assignments or both will divide the incident, each under the control of a leader appointed by the IC or Staging Officer. A Group/Sector leader need not be a firematic officer. The appointment will stand for the duration of the incident or until the person is relieved by the IC or Staging Officer.

Geographical areas will be called "sectors" and will be designated with a letter for each exterior side of the fire building (or incident area). The front (street address) of the building will be designated as "A" and the letter designations move clockwise around the structure. Building exposures may also be identified using a similar system: using letter designations to identify each exposure based on its location. When operating in a multi-story structure, each floor will be designated with a floor number. If a sector is given responsibility for the entire building it be designated as the "interior sector."

Functional assignments will be given to groups such as the ventilation group, search and rescue group, etc. A group's responsibility may cross sector boundaries relieving the sector leader of that particular function. Groups will be designated by their function. See IC diagram at the end of this document.

## **Crew Leader**

If a group needs to be divided into more than one functional unit, crews will be established. Crews will be designated by function and number (vent crew one, extrication crew two, etc.) and will be under the supervision of a crew leader who will report to their group leader. The group leader will appoint crew leaders.

## **Branches**

Should an incident be large or complex, branches should be established. Branches are organizational units that contain several groups or sectors and are responsible for implementing that portion of the overall operation appropriate for that particular branch, such as suppression or EMS. Branches will be under command of the Branch Officer who will report to the IC or Operations Officer if one has been designated. Group leaders will no longer communicate with the IC once included in a branch but will report to the Branch Officer.

## **Expansion of ICS**

The ICS shall be used to maintain a sufficient span of control for all supervisory personnel. There should be no more than five subordinates to a supervisor. The organizational structure should be based on the needs of an incident and additional command officers should be added as needed. When the incident requires planning, logistical and financial functions, these sectors should be staffed.

## **Operations Officer**

If the incident is large or complex, the operations officer should be assigned to oversee operations at the scene leaving the IC free to gather information, contact outside agencies, and allocate additional resources. The Operations Officer should be a senior member of the department and responsible only to the IC. The IC should decide the strategy and the operations officer would affect that strategy by using the proper tactics.

## **Safety Officer**

A Safety Officer shall be present at every incident. He may be the Safety Officer of the department or someone appointed by the IC for that incident. The Safety Officer will be responsible for monitoring and assessing hazardous and unsafe situations. His duties shall include but not be limited to:

1. Obtain briefing from IC.
2. Identify hazardous situations associated with the incident.
3. Participate in planning meetings.
4. Identify potentially unsafe situations.
5. Exercise emergency authority to stop and prevent unsafe acts.
6. Investigate accidents that have occurred within incident areas.

The Safety Officer will generally correct unsafe acts or conditions through the regular line of authority unless immediate action is required. If the position of Safety Officer is not filled, the IC will be responsible for this function.

### **Access Officer**

If there is an incident involving fire or some other hazardous material or condition and manpower is sufficient, an Access Officer shall be appointed by either the Operations Officer or the IC. The Access Officer is to monitor the access to the hazardous area and keep a count of who is in the area and how long they have been in the area. The Access Officer should be aware of conditions inside the area and the conditions of those entering or leaving the area. The Access Officer should keep the Sector Officer advised of conditions, stage manpower so that they are close without blocking the exits and keep track of who is inside the area. Once an Access Officer is created all Group Officers are advised as to who he or she is and what their location is. All persons entering the area should first contact the Access Officer and contact them again on exiting the area. When possible, the Access Officer should keep a ~written record of access and exit from the area.

### **Water Group Leader**

The Water Group Leader is the person in charge of getting water to the scene of a fire. The Water Group Leader is most often not on the scene but at the source of the water such as a hydrant or a body of water. It is the water group leader's job to make sure there is enough water available at the scene to deal with the situation. The water officer reports only to the IC and should keep the pump operator of the attack truck advised as to where the water is in terms of volume of water and time of arrival at the scene. Any change that occurs in the movement of water should be reported to the IC.

### **Logistics Group Leader**

When an incident occurs, the dispatcher at the home base radio becomes designated as the logistics group leader. In addition to the monitoring and recording significant radio traffic, the logistics group leader should gauge the severity and time span of the incident and attempt to get fluids, food, blankets or other supplies as needed to the scene in an orderly manner. In addition, the dispatcher shall have a copy of the incident command checklist and may ask the IC if they need any task accomplished that has not yet been communicated for the dispatcher (i.e. call the power company during a fully involved structure fire to disconnect the electricity). This gives a back up to the IC in dealing with the incident as an overall system.

## **Membership Responsibility**

It is best for all members to report to the station first during an incident. When this is not done, the arriving member should report first to the staging area and "log in" at the scene. This means the arriving member would be assigned by someone designated by the IC or his or her aide to a group. This is important so that the IC knows how many people are at the incident and where they are. Depending upon need, the member shall be assigned to a group. When this happens, the member reports to that area and reports to the group officer. The member is under the command of that group officer until ALL the department trucks and equipment are back in service. They can only be relieved by their group officer. They are not to perform tasks outside of their area unless they inform their group or sector officer and get his or her permission. You should never leave your area without first getting the permission of your group officer. If you are not assigned to a group, you will be assigned to the staging area where you should wait to be assigned to a group. If manpower is sufficient, there will be a staging area manager to manage **the** manpower to relieve groups involved in stressful and dangerous activities.

## **Staging Area**

A staging area shall be established for both manpower and vehicles not immediately needed at the scene. Manpower and vehicles, not active, should wait in the staging area until called. All members should either be under the command of a group or branch or in the staging area. No member, no matter who they are, should be wandering in and out of areas unaccounted for. After logging in, the member should either report to a group officer of the staging area. The staging area will be at an area designated by the IC. Apparatus staging will be remote from the incident scene and crews will remain with their apparatus at all times.

## **Commander's Aide**

Manpower and time permitting, the IC may appoint an aide to transmit radio messages, monitor radio traffic, and implement any tactics the IC decides upon. The aide may also deal with other departments called in for Mutual Aid and act as a liaison officer with the other departments. The IC may communicate his wishes to the aide and the aide will transmit that information to group or sector officers or others involved in the incident.

## **Public Information Officer**

Should the incident be of a significant nature, the IC may wish to appoint a Public Information Officer (PIO) to brief press and other interested parties. This would free the IC for more pressing duties. All information will be cleared by the IC. This would only be done if the incident were of a significant nature.

## **EMS and Hazmat Support**

Wherever there is a hazardous incident involving fire or some other hazardous condition or material, an ambulance will stand-by at the scene to support and protect both the public and the responders. The ambulance should not block fire truck or be put in a location where it is blocked by fire trucks. It should be placed in a location where it has a clear exit from the scene in case any emergency transport becomes necessary at either the scene or in some other part of the fire district. Upon arrival at the scene, the crew chief should report to the IC and give the location of the ambulance. If a full crew arrived with the ambulance, they will be designated as the EMS group. The crew chief of the ambulance will be the group leader. The ambulance crewmembers cannot freelance unless specifically released by the EMS group leader for other more critical tasks.

If a full crew has not arrived with the ambulance, the IC or other officer will assign members to the EMS group when they are available. The EMT or ESC group leader has full authority to keep any department member from further activity for health reasons and to transport them to the hospital or other facility. After expending two (2) air bottles, member should be checked by the ESC group for vital signs. The ESC group officer has the right to examine any and all department members during and after the incident. If the ambulance leaves the scene, the ESC group officer should communicate the fact to the IC and if possible, to leave some medical supplies and medical person behind in the ESC sector staging area. The ESC sector members should stay by their supplies and not freelance unless called to another area of the incident by an officer.

The Hazmat Coordinator shall report to the Command Post and the Hazmat Staging Area will be created for the Hazmat Team with the support of the local department.

## **Communications**

All communications shall be in clear text and will be through the IC or his designee. Function or sector designations shall be used (command, vent, search, sector "A" etc.). First responding units should sign out to forty control and all other responding units should sign out but not await confirmation by 40 Control. The first arriving unit should call out to 40 Control and advise of the situation found. The unit shall assume command and instruct all responding units to switch to frequency two or three. The first arriving unit shall be designated by IC and county ID number.

For example in Mahopac Falls this would be "IC 19" and Brewster would be "IC 11". If there is multiple incident occurring, command will add the street name to the designation. Command will advise all the responding units as to the nature of the call, apparatus placement and other pertinent information over the fireground frequency. All requests for additional resources and/or mutual aid shall be to 40 Control.

## **Addendum #1 Incident Command System**

## **PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES ACCOUNTABILITY SYSTEM**

The following operating procedures shall be used when personnel are operating at an interior structure fire, an Immediate Danger to Life or Health atmosphere, a water emergency, an operation where there is the possibility of becoming separated or lost, a Hazardous Materials incident or at any other operation that the INCIDENT COMMANDER (IC) deems necessary.

### **ID TAGS**

All Putnam County Bureau of Emergency Services personnel will be issued ID tags. Each tag will have the department's name and number on the front. The individual name will be on the back. No rank will be listed on the tag. Inside, the tag will contain medical information, which will be sealed for confidentiality. Interior trained personnel shall be issued YELLOW tags. Exterior personnel will be issued WHITE tags. EMT'S will have a green stripe affixed to appropriate tag. CFR's will have a black stripe affixed to appropriate tag.

### **ARRIVAL ON SCENE**

Arriving units will leave ID tags on apparatus when commencing operations. The IC will establish a STAGING AREA under an officer as soon as possible. ID tags will be collected and placed on assignment status with the STAGING OFFICER.

### **ADDITIONAL PERSONNEL**

All additional personnel (later arriving apparatus, personnel with private vehicles, mutual aid personnel etc.) are to respond to and remain in the STAGING AREA until assigned.

The STAGING OFFICER will form GROUPS (minimum of 2 individuals), appoint GROUP LEADERS, and give assignments as directed by the IC. GROUPS shall have ID tags with the STAGING OFFICER when leaving on assignment. The STAGING OFFICER shall log in the GROUP LEADER, members and their assignments.

Upon completion of their assignment, and return from medical or REHAB, all personnel shall report back to the STAGING AREA and collect their ID tags.

Personnel that arrive without ID tags when given an assignment shall have their names and department numbers recorded on a roster or shall be issued blank tags by the STAGING OFFICER. Their names will be removed when they return to the STAGING AREA and the STAGING OFFICER will collect the blank ID tag.

At this time the IC or OPERATIONS OFFICER (OPS) will know how many people are in the hazard zone, where they are working and what their assignments are.

### **Addendum #2 Utility Notification Procedure**

# PUTNAM COUNTY BUREAU OF EMERGENCY SERVICES

**Purpose:** To insure accurate and timely notification of all utility emergencies to Proper utility company.

**Procedure:** During normal business hours and when utility and/or County Emergency Operations Center is in operation, utility emergencies shall be reported using The information requested on **Utility Notification Form (BES#)**. Incident Commander shall transmit this information to 40 Control for fax to the proper utility.

NOTE: The use of the standard form will hopefully eliminate errors in location and severity of the incident. Incident Commanders should be cognizant of the need for assigning proper **priority** category.

For example: Priority 1 shall only be used for critical situations requiring immediate responses from the utility.

During non-business hours or when Storm Operations Centers are not staffed, 40 Control will forward the information on the form to the appropriate hot line number.

NEW YORK STATE ELECTRIC AND GAS FAX 845-279-5530

NEW YORK STATE ELECTRIC AND GAS 1-800-572-1131

CENTRAL HUDSON GAS AND ELECTRIC 845-897-6115

\*\* All notifications to NYSEG and / or CHG&E should be made through 40 Control.

## **ADVANCED LIFE SUPPORT DISPATCH CRITERIA**

Contact with ground advanced life support units (flycars) shall be made on frequency 46.38. The Nearest available ALS Unit shall be dispatched immediately following the dispatch of the local EMS Agency, to all EMS calls that meet the following criteria:

1. CARDIAC ARREST / RESPIRATORY ARREST
2. CHEST PAIN
3. RESPIRATORY DISTRESS / OBSTRUCTED AIRWAY
4. UNRESPONSIVE / DECREASED L.O.C./DIABETIC EMERGENCIES
5. SIEZURE
6. MAJOR TRAUMA
  - a. Falls of greater than 20 feet
  - b. Severe Burns
  - c. MVA involving:
    - i. Rollover
    - ii. Ejection
    - iii. Pedestrian struck
    - iv. Motorcycle
7. MULTIPLE CASUALTY INCIDENT
8. ANAPHYLAXIS / ALLERGIC REACTION
9. UNSTABLE / ABNORMAL VITAL SIGNS
10. ABDOMINAR PAIN – FEMALE
11. DRUG OVERDOSE

If ground ALS is not available for a call that meets the criteria above, 40 Control shall notify the responding local EMS agency unit with the message ... "(insert unit number,) ALS is not available for your call."

Whenever a helicopter medical service is requested by the local EMS agency, ground ALS shall also be dispatched to the scene of the emergency.

The Emergency Medical Technician on the local agency ambulance responding to an EMS call shall have the authority to cancel ALS respond based on existing regional protocols.

ALS shall be dispatched whenever the County-Wide MCI Plan is activated.